



TOWN OF ARLINGTON

DEPARTMENT OF HUMAN RESOURCES

730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476
PHONE (781) 316-3120 FAX: (781) 316-3129

CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

Protocols on the Usage of Masks/Cloth Face Coverings **Effective June 5, 2020**

1. Purpose: This document outlines the usage of Town provided masks/cloth face coverings by applicable employees.
2. Scope: On Friday May 1, 2020 Governor Charlie Baker issued an advisory requiring a mask or face covering in all indoor and outdoor public spaces when social distancing is not possible.
3. Applicability: Employees currently (physically) reporting for already adhere to this mask policy, and as additional non-public safety employees report for work they are expected to comply.
4. Protocols:
 - a. The Town will provide all applicable employees with at least one reusable/washable mask and/or face covering.
 - b. Employees are responsible for the proper usage and maintenance/cleaning of the mask or face covering they are given.
 - c. Any employee who prefers to obtain or use their own mask or face covering may do so. The Town retains the right to require an employee to use a Town issued face mask if the employee's personal one is deemed not appropriate for work.
5. Usage: Employees should use the mask/face covering in the following way:
 - a. Must be worn during the workday when social distancing is not possible or the potential for close contact with others is likely.
 - b. The use of a mask does not replace the expectation that employees should maintain proper social distancing and good hand washing practices.
6. Duration: This policy will remain in place as long as health officials deem it necessary.
7. Resources: For assistance regarding this protocol, please contact the Human Resources Department at 781-316-3120 or by email at cmalloy@town.arlington.ma.us.

[CDC Guidance: How to Use Cloth Face Coverings](#)

[CDC Video: How to Create a Cloth Face Covering](#)

Interim Protocols on the Usage of Masks/Cloth Covering Questions and Answers

Q: How do I put on a mask or face covering? How do I take it off?

A: Be sure to always wash your hands before putting on a mask and be careful not to touch your eyes, nose, and mouth when putting on, or taking off, the mask or face covering. When removing the mask, be sure to wash your hands immediately after.

Q: We are all wearing masks now, do you still need to practice social distancing?

A: Masks are not a replacement for social distancing and good hand hygiene.

Q: Do I need to change my mask more than once per day?

A: No, you may use your mask for your full workday. The masks are washable and reusable so you can wear them multiple times.

Q: Should employees who interact with the public change their masks more frequently?

A: Other than first responders, who have specialized personal protective equipment, an employee who interacts with the public does not need to change masks. So long as you practice social distancing, good hygiene and maintain your mask each day, you will not need to change it during the workday.

Q: My mask broke, who do I contact for one?

A: We will start by providing one mask per person. If you are in need of another mask you may ask your immediate supervisor. Your supervisor will contact the appropriate personnel to check on supply. If no supply is available, employees are encouraged to visit the CDC website at the following address to learn how to make a cloth face covering.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

Q: I work outside most of the time, do I always need to have my mask on?

A: Masks should be worn whenever there is the chance that you are unable to maintain social distancing. For example, a person mowing a field can maintain social distancing and it would be acceptable for that person to have their mask off but easily accessible (e.g. around the neck). When that same person is approaching their town vehicle to return equipment, and there are other people in the area, then the mask should be worn.

When there is a judgement call to be made between wearing or not wearing a mask, employees should wear their mask.

Q: My desk is more than six feet apart from my coworker, do I need to wear my mask during the work day?

A: Yes. If you are in a shared work area (or pass through a shared work area), even one that allows you to be more than six feet apart, the expectation is that you will wear a mask.